

**CONTRACT PERIOD THROUGH FEBRUARY 28, 2004**

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **COMMUNICATIONS AND MEDIA RELATED SERVICES: LEGAL  
ADVERTISING**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **February 06, 2003**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

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Wes Baysinger, Director  
Materials Management

WT/mm  
Attach

Copy to: Clerk of the Board  
Fran McCarrol, Clerk of the Board  
Dave Browning, Treasurer  
Sharon Tohtsoni, Materials Management

(Please remove Serial 01187-S from your contract notebooks)

SPECIFICATIONS ON INVITATION FOR BID FOR: **COMMUNICATIONS AND MEDIA RELATED SERVICES: LEGAL ADVERTISING**

1.0 **INTENT:**

The intent of this call for bids is to award a requirements contract for Legal Publication & Advertising for Maricopa County. This contract will be for a one (1) year period from date of award with the provision that either party may cancel on thirty (30) days written notice.

2.0 **TECHNICAL SPECIFICATIONS:**

2.1 TECHNICAL REQUIREMENTS:

- 2.1.1 Printing and publishing all advertising notices requiring publication such as election proclamations, proceedings of the Board of Supervisors, resolutions, summons, notices of sale, delinquent tax lists, special notices, call for bids, bids for construction and equipment, and the publishing of all matters as required to be published by the Board of Supervisors under the laws of the State of Arizona.
- 2.1.2 The term "Newspaper" shall mean a newspaper printed & published in Maricopa County, State of Arizona, which for at least one (1) year has been admitted to the United States Mail as second class matter, as set forth and meeting the requirement of Sections 11-255, 39-202, 39-203, 39-204, 39-205 and 39-221, Arizona Revised Statute.
- 2.1.3 The term "Printing" shall mean reproducing in newspaper form and style any legal publication or advertisement requiring public notice.
- 2.1.4 The term "Publishing" shall mean the production and distribution by a newspaper containing Legal Publication & Advertising requiring notice to the general public by the County Board of Supervisors within Maricopa County.
- 2.1.5 **Each bidder shall file with their bid an affidavit showing that their newspaper has been established and published within Maricopa County, State of Arizona, for a period of at least one year prior to the filing of such affidavit and has been admitted to the United States mail as second-class matter for at least one year.**
- 2.1.6 Prospective vendors shall state day of week of publication, press time deadline and the number of hours prior to press time copy will be accepted with and without notice. Copy for Legal Publication & Advertising for the Board of Supervisors shall be picked up by the successful bidder. Copy for the tentative annual budget will be available by 12:00 noon on the Tuesday prior to the first week of publication.
- 2.1.7 The size of type shall be not less than five (5) or more than six (6) point type, set solid (no leading). This is to apply whether letterpress, offset, computer tape or disc format is used. The variance in type size shall not be greater than 5% over or under the specified size range. **Continuous wrap for text must be applied in all publication & advertising matter, unless otherwise specified.**
- 2.1.8 The minutes of the Board of Supervisors, the tentative annual budget and other Legal Publication & Advertising will be furnished in hard copy. The delinquent tax rolls and the warrant register will be furnished camera-ready from computer print out. If available, any or all of the above may be furnished via a computer tape or disc. All programming costs associated with computer tape or disc reproduction shall be borne by the newspaper.
- 2.1.9 It shall be the bidders responsibility to secure computer media (tapes) or other required information directly from the appropriate county department.

- 2.1.10 The proper formatting of computer media shall be the responsibility and cost of the bidder. Most county departments are standardized on WORD 6.0 Software and IBM Compatible Computers.
- 2.1.11 Pick up points generally shall be the County Downtown Administration Complex, office of the Clerk of the Board and office of the Clerk of the Court, Monday through Friday, 3:30 p.m. **Pick ups may be required from other offices located within Maricopa County.**
- 2.1.12 Pick ups scheduled for holidays shall be scheduled for the next County business day. When lengthy material is picked up by the vendor, the vendor will review this material to ensure it is complete. It is required that the county is notified immediately of any problems with copy.
- 2.1.13 The successful bidder will be required to furnish to the using County department, without cost to Maricopa County, an affidavit of publication covering each legal publication or advertisement published. **In addition, ARS §11-217 requires that "Each newspaper that publishes the minutes of the board shall supply to the public libraries in each city, town and county a copy of the published minutes and shall make minutes for the prior three month period available for use by the public on an on-line computer information service at no expense to the county."** Bidder shall supply their Internet address in their response to this bid.
- 2.1.14 Bids submitted shall be on a per column inch basis, unless otherwise specified.
- 2.1.15 A separate price per column inch shall be bid for advertisements which are to be printed and published display advertising style, in larger than 10 point type.
- 2.1.16 Bidders shall also indicate a % of discount from their base bid which would be applicable if the County would provide either camera ready copy, computer tape or disc format.
- 2.1.17 Bids are desired on the price for the first insertion of each advertisement, and a separate price for each subsequent publication of the same advertisement, where there is a requirement for multiple publication in subsequent issues of the newspaper.
- 2.1.18 Excerpts of typical legal information to be published are attached as EXHIBIT 1 through EXHIBIT 6. For comparison of bids, vendors shall state the cost of the attached excerpts based on the charge per column inch submitted. **Each bidder shall reproduce these in paragraph/column form showing the type and style that will be used in printing and publishing if the bidder is awarded this contract. These reproductions shall be included with the bid.**
- 2.2 TAX:
- No tax shall be levied against labor. Bid pricing to include all labor, overhead tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the Contractor to determine any and all taxes and include the same in bid price.
- 2.3 DELIVERY:
- It shall be the Contractor's responsibility to meet the County's delivery requirements, as called for in the Technical Specifications. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.
- 2.4 REFERENCES:
- Contractors must provide at least five (5) reference accounts to which they are presently providing this service. Included must be the name of the government or company, individual to contact,

phone number, street address and e-mail address. Preference in awarding this Contract may be given to Contractors furnishing government accounts similar in size to Maricopa County.

**2.5 CONTRACTOR RESPONSIBILITY:**

The Contractor will be responsible for any damages whatsoever to County property as applicable when such property is the responsibility or in the custody of the Contractor, his employees or Subcontractors.

**2.6 PRICE REDUCTIONS:**

By submitting a bid in response to this solicitation, Contractors agree to guarantee that Maricopa County is receiving the lowest price offered by your company to other customers for similar services at comparable volumes in a similar geographic area. If at any time during the contract period your company offers a lower price to another customer, **SIMILAR PRICES MUST BE EXTENDED TO MARICOPA COUNTY** If a notification IS not made of said price reductions, upon discovery Maricopa County shall reserve the right to take any or all of the following actions:

2.6.1 Cancel the Contract, if it is currently in effect.

2.6.2 Determine the amount that the County was overcharged and submit a request for payment from the Contractor for that amount.

2.6.3 Take the necessary steps to collect any performance surety provided on the applicable contract.

**2.7 SECURITY AND PRIVACY:**

The Contractor agrees that none of its officers or employees shall use or reveal any research or statistical information furnished by any person and identifiable to any specific private person for any purpose other than the purpose for which it was obtained. Copies of such information shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceedings, unless ordered by a court of competent jurisdiction. The County shall be notified immediately upon receipt of any such order of court, pertaining to production of such information.

The Contractor shall incorporate the foregoing provisions of this paragraph in all of its authorized subcontracts.

**3.0 SPECIAL TERMS & CONDITIONS:**

**3.1 CONTRACT LENGTH:**

This Invitation for Bids is for awarding a firm, fixed price purchasing contract to cover a one (1) year period.

**3.2 INDEMNIFICATION AND INSURANCE:**

**3.2.1 Indemnification.**

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

3.2.2 Insurance Requirements.

Contractor, at its own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of B++6, or approved unlicensed companies in the State of Arizona with policies and forms satisfactory to the County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of the County, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the County, and any insurance or self-insurance maintained by the County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the County.

The Contractor shall be solely responsible for the deductible and/or self-insured retention and the County, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The County reserves the right to request and to receive, within ten (10) working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name the County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The insurance policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against the County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

3.2.2.1 Commercial General Liability. Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision, which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form

CG 20 10 11 85, and shall include coverage for Contractor's operations and products and completed operations.

If the Contractor subcontracts any part of the work, services or operations awarded to the Contractor, Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the performance of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance.

3.2.2.2 Automobile Liability. Contractor shall maintain Automobile Liability insurance with an individual single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to Contractor's vehicles (whether owned, hired, non-owned), assigned to or used in the performance of this Contract.

3.2.2.3 Workers' Compensation. The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

If any work is subcontracted, the Contractor will require Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of the Contractor.

3.2.3 Certificates of Insurance.

Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the County fifteen (15) days prior to the expiration date.

3.2.4 Occurrence Basis.

All insurance required by this contract shall be written on an occurrence basis rather than a claims-made basis.

3.2.5 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.3 REQUIREMENT OF CONTRACT BOND:

Concurrently with the submittal of the Contract, the Contractor shall furnish the Contracting Agency the following bonds, which shall become binding upon the award of the contract to the Contractor.

- (A) A **Performance Bond** in the amount of **\$5,000** within 10 days from receipt of notification of award conditioned upon the faithful performance of the Contract in accordance with plans, specifications and conditions thereof. Date of U.S. postmark will be accepted as date of delivery of Performance Bond Such bond shall be solely for the protection of the Contracting Agency awarding the Contract. An irrevocable letter of credit or certificate of deposit, will be accepted in lieu of bond. Performance Bonds are to be identified with Bid Serial Number, Title and return address.

Each such bond shall include a provision allowing the prevailing party in a suit on such bond to recover as a part of his judgment such reasonable attorney's fees as may be fixed by a judge of the court.

Each bond shall be executed by a surety company or companies holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance. The bonds shall not be executed by an individual surety or sureties. The bonds shall be made payable and acceptable to the Contracting Agency. The bonds shall be written or countersigned by an authorized representative of the surety who is either a resident of the State of Arizona or whose principal office is maintained in this state, as by law required, and the bonds shall have attached thereto a certified copy of the Power of Attorney of the signing official. In addition, said company or companies shall be rated "Best-A" or better as required by the Contracting Agency, as currently listed in the most recent Best Key Rating Guide, published by the A.M. Best Company.

3.4 **PROCUREMENT CARD ORDERING CAPABILITY:**

It is the intent of Maricopa County to utilize the Bank of America MasterCard Procurement Card, or other procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.5 **INQUIRIES AND NOTICES:**

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY  
DEPARTMENT OF MATERIALS MANAGEMENT  
ATTN: CONTRACT ADMINISTRATION  
320 W. LINCOLN ST.  
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

WILLIAM THORNTON, PROCUREMENT CONSULTANT, 602-506-3248  
(bthornto@mail.maricopa.gov)

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

4.0 **CONTRACT TERMS AND CONDITIONS:**

4.1 **LANGUAGE FOR REQUIREMENTS CONTRACTS:**

Contractors signify their understanding and agreement by signing this document, that the Contract resulting from this bid will be a requirements contract. However, this Contract does not guarantee any purchases will be made. It only indicates that if purchases are made for the services contained in this Contract, they will be purchased from the Contractor awarded that item. Orders will only be placed when a need is identified by a Using Agency or department and proper authorization and documentation have been approved.

The Department of Materials Management reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor but only for actual and documentable costs incurred by the Contractor due to and after issuance of the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

Contractors agree to accept verbal notification of cancellation from the Department of Materials Management with written notification to follow. By submitting a bid in response to the Invitation For Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

**4.2 UNCONDITIONAL TERMINATION FOR CONVENIENCE:**

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

**4.3 TERMINATION FOR DEFAULT:**

If the Contractor fails to meet deadlines, or fails to provide the agreed upon service/material altogether, a termination for default will be issued. The termination for default will be issued only after the County deems that the Contractor has failed to remedy the problem after being forewarned.

**4.4 TERMINATION BY THE COUNTY:**

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate this Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of a substantial violation of any provision of this Contract, then the County may terminate this Contract. Prior to termination of this Contract, the County shall give the Contractor fifteen (15) calendar days written notice. Upon receipt of such termination notice, the Contractor shall be allowed fifteen (15) calendar days to cure such deficiencies.

**4.5 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:**

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

**4.6 OFFSET FOR DAMAGES;**

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

**4.7 ADDITIONS/DELETIONS OF SERVICE:**

The County reserves the right to add and/or delete services to this Contract. If a service requirement is deleted, payment to the Contractor will be reduced proportionately, to the amount



of service reduced in accordance with the bid price. If additional services are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

**4.8 SUBCONTRACTING:**

The Contractor may not assign this Contract or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

**4.9 AMENDMENTS:**

All amendments to this Contract must be in writing and signed by both parties.

**4.10 RETENTION OF RECORDS:**

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The Department, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

**4.11 ADEQUACY OF RECORDS:**

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that allowable services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

**4.12 AUDIT DISALLOWANCES:**

If at any time it is determined by the Department that a cost for which payment has been made is a disallowed cost, the Department shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the Department either to adjust any future claim submitted by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Maricopa County.

**4.13 VALIDITY:**

The invalidity, in whole or in part, of any provision of the Contract shall not void or affect the validity of any other provision of this Contract.

**4.14 RIGHTS IN DATA:**

The County shall have the use of data and reports resulting from this Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder

**THE ARIZONA BUSINESS GAZETTE, 200 E VAN BUREN STREET, PHOENIX, AZ 85004**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

ACCEPT PROCUREMENT CARD: ☒ YES ☐ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ☐ YES ☒ NO ☐ %  
REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ☐ YES ☒ NO ☐ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

PRICING SHEET S07 31 05/B0601741/91502

**1.0 PRICING:**

<b><u>ITEM DESCRIPTION</u></b>		<b><u>PRICE</u></b>
<b>1.0 Legal Advertising, Price Per Column inch:</b>		
1.1 First Insertion		<u>\$.52</u> (based on \$.04 per line X 13 lines per inch)
1.2 Subsequent Insertion(s)		<u>\$.52</u> (based on \$.04 per line X 13 lines per inch)
<b>2.0 Display Advertising, Price Per column inch:</b>		
2.1 First Insertion		<u>\$.52</u>
2.2 Subsequent Insertion(s)		<u>\$.52</u>
<b>3.0 Additional Discounts:</b> Percentage Discount from base bid for using:		
3.1 Camera Ready Copy		<u>15 %</u>
3.2 Computer Tape Format		<u>-0 - %</u>
3.3 Floppy Disc Format		<u>15 %</u>
3.4 E-mail		<u>15 %</u>
<b>4.0 NON-LEGAL advertising in News section: <u>30</u> % of off open rate for any county agency</b>		
<b>5.0 Bidder to indicate:</b>	<u>Legal</u>	<u>Display (10 pt.)</u>
5.1 Advertising Column Width:	<u>6p8 pica</u>	<u>6p8 pica</u>
5.2 Number of characters per printed line:	<u>35</u>	<u>21</u>
5.3 Total number of characters per column inch:	<u>458</u>	<u>145</u>
<b>6.0 Total cost to publish excerpts based on first insertion cost and subsequent insertion cost(s).</b>		
6.1 Exhibit 1 - <b>MARICOPA COUNTY PARITY PARTNER INFORMATION</b> publication	1 insertion	<u>\$ 1.72</u> /per insertion

**THE ARIZONA BUSINESS GAZETTE, 200 E VAN BUREN STREET, PHOENIX, AZ 85004**

- |     |   |                                  |                               |
|-----|---|----------------------------------|-------------------------------|
| 6.2 | Exhibit 2 - <b>BOARD OF SUPERVISOR MINUTES</b><br>MARICOPA-weekly publication | 1insertion                       | <u>\$ 9.40</u> /per insertion |
| 6.3 | Exhibit 3 - <b>DELINQUENT TAX LIST</b><br>weekly publication                  | 1 insertion                      | <u>\$ 4.96</u> /per insertion |
| 6.4 | Exhibit 4 - <b>WARRANT REGISTER</b><br>weekly publication                     | 1 insertion                      | <u>\$ 5.60</u> /per insertion |
| 6.5 | Exhibit 5 - <b>NOTICE OF CALL FOR BIDS</b><br>weekly publication              | 2 insertion                      | <u>\$ 2.52</u> /per insertion |
| 6.6 | Exhibit 6 - <b>PUBLIC NOTICE</b><br>weekly publication                        | 2 insertion                      | <u>\$ 2.84</u> /per insertion |
| 6.7 | Publication Days: (circle)  | Su M T W <u>(TH)</u> F Sa        |                               |
| 6.8 | Press time:   | <u>                    </u> A.M. | <u>12 noon</u> P.M.           |
|     |   | Su M T <u>(W)</u> TH F Sa        |                               |

**7.0 PICK UP**

- 7.1 Number of hours prior to press time copy for Board of Supervisors minutes may be picked up:  
Warrant disk and/or minutes disk –13.5 hours\* (Monday 3:30pm)  
With notice: one week Without notice: same
- 7.2 Number of hours prior to press time, copy of County Budget may be picked up:  
With notice: one week Without notice: same
- 7.3 Number of hours prior to press time, copy for County cost of living increases/County wide payroll changes may be picked up:  
With notice: 13.5 hours\*(Monday 3:30 pm) Without notice: same
- 7.4 Number of weeks/hours prior to press time, copy for Treasurer's Delinquent Tax List may be picked up:  
Weeks/hours with notice: 2 weeks Weeks/hours with notice: same
- 7.5 Number of hours prior to press time, copy for Materials Management's Notice for Call for Bids may be e-mailed/picked up.  
With notice: 8 hours\*(Tuesday noon) Without notice: same
- 7.6 Number of hours prior to press time, copy for other legal advertising may be picked up:  
With notice: 8 hours\*(Tuesday noon) Without notice: same

**8.0 Newspaper Subscription rate for County Departments:**

Five (5) complimentary subscriptions to be designated by Materials Management plus:  
A complimentary subscription to any department submitting advertising:

- 8.1 All others \$ 30.00 /per year

Pickup point: County Administration, Downtown Complex, Monday through Friday, 3:30 P.M.,  
Office of the Clerk of the Board and the Clerk of the Court.

**THE ARIZONA BUSINESS GAZETTE, 200 E VAN BUREN STREET, PHOENIX, AZ 85004**

Terms:	NET 30
Federal Tax ID Number:	86-0937358
Vendor Number:	860937358 A
Telephone Number:	602/444-7333
Fax Number:	602/444-7364
Contact Person:	Tom Bianco/Marilyn Greenwood
E-mail Address:	<a href="mailto:legal.advertising@pni.com">legal.advertising@pni.com</a>
Company Web Site:	<a href="http://www.abgnews.com">www.abgnews.com</a> & <a href="http://www.azcentral.com">www.azcentral.com</a>
Certificates of Insurance	Required
Performance Bond Required	\$5,000.00
Contract Period:	To cover the period ending <b>February 28, 2004.</b>